 I-Shou University

 Office of Library and Information Services

Application Form for Borrowing Portable WiFi Routers

* Please carefully read the Principles for Short-term Borrowing of Portable WiFi Routers at I-Shou University before filing an application.
* The borrower should keep and use the portable WiFi router with care and return it on or before the due date. In case of loss of, damage to, or late returning of the portable WiFi router, the borrower should be held liable for compensation or repair.
* Upon borrowing and returning the portable WiFi router, the staffer-in-charge will do testing in the borrower’s presence.

Application Date: YYYY / MM / DD Application No.: - -

|  |  |  |  |
| --- | --- | --- | --- |
| Applying Unit |  | Loan Period | FromYYYY / MM / DDToYYYY / MM / DD(Plus one extra working day to both before and after the aforesaid period) |
| Applicant |  | Ext.#: |
| Mobile: |
| Reason | □ Please attach a photocopy of supporting official documents or certificates  |
| Signature of Head of the Applying Unit |  |
| * I, the undersigned, have carefully read and agree to the Principles for Short-term Borrowing of Portable WiFi Routers at I-Shou University.

 Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

※ For Official Use Only ※

|  |  |  |  |
| --- | --- | --- | --- |
| Staffer-in-charge |   | Head of the Office |   |
| Number: |
| Date of Returning |  | Remarks |   |